



JOB POSTING

Applications Accepted
Until Filled

Position: Dispatcher
Department: Police Department / Dispatch
Employee Category: Full-Time
Monthly Salary: \$3,222
Work Schedule: Varies
To Apply: Applications available to fill out and print on our website www.bedfordtx.gov/hr. Please deliver or mail to Bedford Police Department - 2121 L. Don Dodson Drive.

JOB SUMMARY: Receives calls from the public and other agencies concerning complaints, crimes, police emergencies and non-emergencies, Fire/EMS, and other calls for service. Dispatches orders to appropriate police radio patrol units, Fire/EMS, and other personnel.

MINIMUM QUALIFICATIONS:

- High School Diploma or GED.
- U.S. Citizen and a valid Texas Driver's License.
- At least 21 years of age.
- Must have a certification in Public Safety Telecommunications or be able to obtain certification.
- Must have TCIC/NCIC certification or be able to obtain within 6 months of employment; and be able to successfully pass recertification for TCIC/NCIC every 2 years.
- Must pass the Critical Test.
- Minimum keyboarding speed of 35 wpm required.

SKILLS AND EXPERIENCE:

- Basic knowledge of computer-aided dispatch system, operation and utilization of the computerized database is desired.
- Basic knowledge of voice recording equipment and other relevant equipment utilized by this position is desired.
- Ability to read and comprehend simple instructions, short correspondence, and memos; and to write simple correspondence.
- Ability to deal with problems involving several concrete variables in standardized situations.
- Demonstrated ability to multi-task and prioritize in a high-volume, high-pressure work environment.

The City of Bedford is an Equal Opportunity/ Affirmative Action Employer